

**Requirements concerning the composition and structure of the papers submitted for
the 5th International Scientific Conference
“NEW TRENDS IN MANAGEMENT AND PRODUCTION ENGINEERING
- REGIONAL, CROSS-BORDER AND GLOBAL PERSPECTIVES”**

I. COMPOSITION:

1. Text volume: 15-20 pages
2. Margins: 2,5 cm.
3. Fonts:
 - a. Name and surname of the Author/Co-author and the Affiliation: Times New Roman 14 pt
 - b. Title: Times New Roman 14 pt, Bold
 - c. Titles of chapters/subsections: Times New Roman 12 pt, Bold
 - d. Paper content: Times New Roman 12 pt
 - e. Tables: Times New Roman 10 pt
4. Line spacing: 1,5
5. Justification:
 - a. Name and surname of the Author/Co-author, Title: centered
 - b. Titles of chapters/subsections: left-aligned
 - c. Paper content: justified
8. Spacing:
 - a. Title, sections, subsections: 12 pt
 - b. Body of the paper: 6 pt
 - c. Tables: 0 pt
9. Indentation special: First line 1,25 cm
10. Annotations: example: (Berry, 2003: 12)
11. Tables: black-white, no shading, orientation portrait, included in the text, number and title above, explanation and source below, while moving onto the next page the table number and the title should be repeated.

II. STRUCTURE

1. Name and surname of the author and co-author (if any)
2. Affiliation
3. E-mail address
5. Title of the paper
6. Abstract (up to 6 lines)
7. Key words (up to max. 6, in alphabetical order)
8. Introduction
9. Sections and subsections (numbering according to the following example):
 1. The first subtitle
 - 1.2. The second subtitle, etc.
10. Summary (conclusions, findings and limitations)
11. Acknowledgements (if any)
12. References
13. Brief information about the author (up to max. 5 lines)

III. REFERENCES

For books:

Roberts, J., Nichols, D. (2011), Alliance networks, New York: Simon & Schuster.

For book chapters:

Camuffo, F.A. (2005), Benefits of inter-firm cooperation, in: M. Norman (Ed.), Creating value through partnerships (pp. 55-72), New York: Springer.

For journals:

Robertson, M.T., Ferguson, R. (2012), Marketing trends in the twenty-first century, Journal of Marketing, 22(4): 52-75.

For unpublished conference proceedings:

Jensen, R., Gerard, M. and Sheppard, N. (2007), Connecting destinations with e-tourism, paper presented at the 5th International Conference Business and Education, 21-23 October, Katowice, available at: http://gazeta.pl/gw/art68_54..... (accessed 20 February 2007).

For newspapers:

Smith, B. (2009), Small changes, Herald Tribune, 28 January, pp. 1, 5-6.

For Legislation acts:

The Act of 12 March 2004 on social assistance Acts. U. 2004., No. 64 item. 593

For electronic sources:

Castley, D. (2013), Introduction to web services for remote portlets, available at: <http://www.przeglاد.uj.edu.pl/nowyregionalizm.....> (accessed 1 November 2010).